

SEARCH COMMITTEE MEETING MINUTES
4000 WEST BROAD STREET
RICHMOND, VIRGINIA

AUGUST 18, 2005, 8:00 a.m.

PRESENT: John Montgomery, Jr., Chairman, Charles Yates, William T. Greer, C. T. Hill, Charles Yates, Jimmy Hazel, **SENIOR STAFF:** Colonel W. Gerald Massengill, Jeff Uerz, Charlie Sledd, Larry Harizanoff, Lynn Sikora, Vicki Krisnitski

Chairman Montgomery called the meeting to order at 8:15 a.m. and distributed a revised recruitment plan for the director for review. Also, a draft copy of the display ad was provided for Board members' information.

Mr. Montgomery indicated that a meeting was held with Larry Harizanoff, Carol Raushberg and Sandy Johnson and that the previously distributed timeline was amended as a result of that discussion. The revised plan calls for applicants for the vacancy to receive an acknowledgement letter that will direct them to the Department's Website for additional information about the position and the Department. Information will be provided on the Director's responsibilities, as defined in State Code, the Board's responsibilities, as defined by State Code, an overview of the Department and its mission, and how the Department is organized.

Mr. Harizanoff indicated that the current plan is to announce the job vacancy during the August 18 Board meeting. The display ad will be sent to newspapers for publication on Sunday, September 11, and the vacancy announcement will be sent to professional organizations for posting.

Larry Harizanoff presented a briefing on the website design, and the Committee agreed that completed applications will be submitted to the Department of Human Resource Management (DHRM). The applicant pool will be sorted by DHRM staff, and Board members will receive applications for review throughout the recruitment period. It is anticipated that the screening criteria will be available by the September 22, 2005 meeting.

The recording secretary was requested to send the revised timeline to all members of the Board.

Colonel Massengill indicated that he felt that field staff needs to have a full and complete understanding of the recruitment process to enable them to respond to inquiries they may receive.

As there was no further business, the meeting was adjourned by the Chairman at 8:45 a.m.

Respectfully submitted,

Belle Harding
Recording Secretary